

**TITLE OF GROUP OF CLASSES: SENIOR REHABILITATION COUNSELOR**

**TITLE OF CLASSES IN GROUP:**

**Class Code:**

**(REHABILITATION)**

**02843301**

**(DISABILITY DETERMINATION)**

**02843302**

**Pay Grade: 26A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for performing highly responsible duties in the area of specialization indicated by the title of the class; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed upon completion for conformance to provisions of laws, rules and regulations.

**SUPERVISION EXERCISED:** As required, may supervise the work of counselors of lower rank and clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

**In the area of rehabilitation:**

To perform highly responsible counseling duties in case loads involving highly complex and varied problems in a statewide program of vocational rehabilitation of the physically and/or mentally handicapped.

To assist in the training of counselors by providing a review of cases and by instructing counselors in the availability and location of community services.

To coordinate the orderly flow of cases from disability determination and to screen applicants in terms of rehabilitation potential.

To monitor the mandatory compliance provisions of the alcohol and drug treatment regulations for all recipients.

To coordinate workshop and sheltered area programs.

To keep case records and make detailed written reports.

To do related work as required.

**In the field of disability determination:**

To perform highly responsible examining and adjudication duties in disability determination under the Federal Social Security Act as amended.

To provide a system of quality assurance by a review of a statistical sample of all disability determinations and to provide management analysis.

To assist in the initial training of rehabilitation counselors in the field of disability determination and to provide ongoing interpretation of federal guidelines, policies and regulations.

To determine statistical trends by researching the results of all determinations.

To consult with physicians assigned to the unit, applicants' physicians and hospitals for interpretation of medical data and reports submitted by such attending physicians and/or hospitals.

To perform reevaluations of determinations appealed by applicants.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and methods used in vocational guidance work or vocational disability examining; a working knowledge of the approved methods and practices used in the rehabilitation of the mentally and/or physically handicapped or a working knowledge of the methods, laws and practices used in determining disability; the ability to conduct intensive case investigations; the ability to conduct personal fact-finding interviews; the ability to prepare reports and make studies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment at the level of a Rehabilitation Counselor in one of the specialization indicated in the title.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 9, 1974

Editorial Review: 3/15/03